

TAB

TAB F-1

Estimated Fixed Administrative Expenses [REDACTED] FY 1954

STATINTL

1. Director's and Administrative Offices

a. Salaries

(1) Director and three staff members	\$15,000
(1/2 X 30,000) ¹	
(2) Administrative assistant	2,000
(1/2 X 4,000)	
(3) Secretarial and clerical	7,500
(1/2 X 15,000)	
	<hr/>
	\$24,500

b. Travel	4,000
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c. Consultants	<hr/> 2,500
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Total direct cost	\$31,000
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Indirect expenses ²	
(40% of Salaries)	<hr/> 10,000

Total, Director's and Administrative Offices	\$41,000
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STATINTL 1. One-half of administrative salaries is charged as this represents the anticipated proportion of total [REDACTED] financing for fiscal year 1954.

STATINTL

2. Document Control Room

a. Salaries

(1) Librarian (1/2 X 3, 600)	\$1, 800
(2) Assistant Librarians (1/2 X 6, 000)	3, 000
(3) Liaison Assistant	3, 400
(4) Messenger Service (1/2 X 3, 600)	<u>1, 800</u>

\$10, 000

b. Materials and Services³

1, 000

c. Travel

1, 000

Total Direct Cost

\$12, 000

Indirect Expense
(40% of Salaries)4, 000

Total, Document Control Room

\$16, 000

³. Includes standard references, periodicals, and publications, but not special materials for individual projects.

TAB F-3

3. Security Control

a. Salaries

(1) Guards	\$16,000
(3 full-time, 1 half-time at 1.41/hr., 48 hr. week)	
(2) Supervision ⁴	<u>1,500</u>

Total Direct Cost	\$17,500
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Indirect Expense (40% of Salaries)	<u>7,000</u>
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Total, Security Control	\$24,500
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STATINTL

STATINTL 4. This represents the [REDACTED] proportionate share of the salaries of four shift foremen and one superintendent who supervise all guards [REDACTED]

TAB F-4

4. Equipment, Maintenance, etc.

a. Equipment <u>5</u>	\$3,000
b. Office Supplies	4,000
c. Maintenance <u>6</u>	2,000
d. Service Charges <u>7</u>	<u>4,000</u>

Total Cost	\$13,000
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Grand total, estimated fixed administrative expenses	<u>\$94,500</u>
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5. Furniture, typewriters and other items of capital equipment.

6. Service contracts (typewriters, Multilith), vehicle operation, repairs of equipment, etc.

7. Telegraph and long distance telephone charges, petty cash, postage, freight, express.